



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

15 May 2023

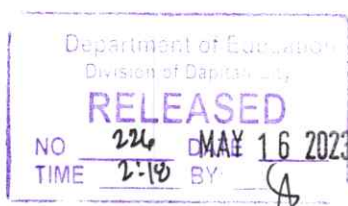
**DIVISION MEMORANDUM**

No. 226, s. 2023

To: PRIME-HRM Working Committee  
All Others Concerned

1. Relative to the Pre-assessment Report on our compliance with the requirements under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) by the Civil Service Commission Regional Office IX on May 9, 2023, all members of the PRIME-HRM Working Committee are advised to convene on May 17, 2023, at 9:00 a.m. in the SDO Conference Hall to discuss the identified areas/documents for compliance.
2. The Focal Person shall facilitate the conduct of the activity.
3. Attached is the list of PRIME-HRM Working Committee Members.
4. For guidance and compliance.

**DANNY B. CORDOVA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



OSDS-ADMS-Memo-2023-024



Sunset Boulevard, Dawo, Dapitan City  
(065) 917-5113  
www.depeddapitancity.net

dapitancity@deped.gov.ph  
fb.com/DepEdDapitanCity





Republic of the Philippines  
**Department of Education**  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

---

**PRIME-HRM Working Committee**

Recruitment, Selection, and Placement

Chair : Cynthia O. Dalman  
Co - Chair: Elsa Q. Aranas  
Members: Jimmy B. Gahuman  
Germanico C. Malacat  
Ruby V. Paguntalan  
Gwilym C. Elumba  
Jhonalyn D. Macapañas  
Charmaine Marie S. Cagandahan  
Amythyst Faith O. Diao  
Secretary: Junnefe C. Jaralve

Learning and Development:

Chair: Michelle V. Torres  
Co - Chair: Perga A. Cadiente  
Members: Vicente Jose V. Suarez  
Florence G. Santiago  
Lindo O. Adasa  
Riza A. Penaso  
Johan Andrei A. Ladera  
Grace B. Elumbaring  
Nerissa T. Luang  
Secretary: Lora Wenella M. Amores

Performance Management:

Chair: Nancy T. Tendero  
Co - Chair: Jephone P. Yorong  
Members: Luna Luz B. Racho  
Joy I. Cagbabanua  
Glenn E. Mohametano  
Jonathan D. Reluya  
Welgae R. Adriatico  
Ma. Chona B. Rosales  
Marie D. Medija  
Secretary: Jidelle G. Garcia

Rewards and Recognition:

Chair: Vicente Ramon V. Suarez II  
Co -Chair: Esmeralda A. Bagaipo  
Members: Ann J. Agda  
Jerry M. Perong  
Ritchel Q. Abila  
Enierose C. Tome  
Danilo M. Santiago  
Maribel C. Eldian  
Nathaniel A. Mendiola  
Secretary: Cyver O. Dalman



 Sunset Boulevard, Dawo, Dapitan City  
 (065) 917-5113  
 [www.depeddapitancity.net](http://www.depeddapitancity.net)

 [dapitancity@deped.gov.ph](mailto:dapitancity@deped.gov.ph)  
 [fb.com/DepEdDapitanCity](https://fb.com/DepEdDapitanCity)





*Regional Office IX*

09 May 2023

**SDS Danny B. Cordova, CESO VI**  
Department of Education  
Schools Division of Dapitan City  
Dapitan City

Dear **SDS Cordova**:

With this letter is a copy of our pre-assessment report on that agency's compliance with the requirements under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

After thorough evaluation, the assessors have duly identified areas for compliance. Included in the attached report are our findings and recommendations.

We thank you for your agency's cooperation and support in this undertaking. Please feel free to get in touch with *Ms. Maria G-Zel S. Navarro, PRIME-HRM Support Staff*, at cellphone no. **09173018473** or telephone no. **955-2756/955-1642** for any other concerns. You may also email us at *psed.csro9@gmail.com*.

Thank you.

Very truly yours,

  
**ALVIN R. ARANETA**  
Director IV

**Bawat Kawani, Lingkod Bayani**





**CIVIL SERVICE COMMISSION**

**Regional Office IX**

*Cabatangan Hills, Zamboanga City 7000*

*Direct Lines: (062) 955-2765 ;*

*Fax: (062) 955-2765*

*ro09@csc.gov.ph ; csro9@yahoo.com*

**DEPARTMENT OF EDUCATION SCHOOLS DIVISION OF DAPITAN CITY**  
**PRE-ASSESSMENT REPORT**

After thorough evaluation of the documents submitted relative to PRIME-HRM, the Assessors noted the following documents for compliance:

**A. Recruitment, Selection and Placement**

1. **Staffing Plan** - Although there is no prescribed template for this, a staffing plan must nevertheless reflect staffing modifications based on HR needs (ex. reclassification, designation, deployment, reassignment, etc.) from which the recruitment plan will be based. Needless to say, a staffing/workforce plan is a long-term scheme by which an organization assesses and identifies the personnel needs of the organization and how these needs will be met. Hence, a staffing plan may comprise of but not be limited to the following elements:
  - a. Critical Positions;
  - b. Number of positions to be filled;
  - c. Players/next in rank employees;
  - d. Time element;
  - e. Qualification Standards/Competencies;
  - f. HR Gaps;
  - g. Strategic approach such as capability building/interventions; Communication Plan; Designation/Job Rotation/Re-assignment; and Cross-training; and
  - h. HR Budget.
  
2. It is good to note that the agency has a medium term recruitment plan for a three-year period covering the years 2023-2025. However, apart from the positions to be filled, it must be emphasized that the recruitment plan may also be prepared for each vacant position to be filled and containing the process flow/activities which may increase the efficiency of the hiring process by providing a time frame for the essential elements in the recruitment and selection process, and an estimate of the resources needed and available. Thus:
  - a. Position to filled;
  - b. Number of vacancies;
  - c. Salary Grade;
  - d. Item No.;
  - e. Office/Unit;
  - f. Recruitment Process/Activities from publication to appointment;
  - g. Timeline of each recruitment process vis-a-vis actual conduct;

- h. Cost of Sourcing (excluding salary and other benefits) ; and
- i. Sourcing strategies (e.g. qualified next in rank, referrals, publication, etc.)

It is also recommended to include the EEO provision in the recruitment plan as well as in the publication.

3. It is also worthy to mention that the turnaround time for the recruitment selection process be further enhanced to ensure that compliance and performance thereof is in the right manner and at the right time to ensure meeting the set targets.
4. Submit a sample copy of the background investigation report.

#### **B. Learning and Development**

1. The alternate members must likewise be identified as part of the HRDC.
2. Apart from the annual budget utilization report, it is likewise recommended that the agency should utilize the same tool every after conduct of L&D intervention to determine the efficiency of the program, especially in terms of costs.
3. Show proof of a duly accomplished LNA/TNA and IDP tool.
4. Show sample of Training proposal/design with "Terminal" and "Enabling" Objectives and methodologies.

#### **C. Performance Management**

1. It is recommended that the agency appoints alternate members in the PMT.
2. Submit sample of a duly accomplished IDP. The Accomplished IDP sub-folder submitted under the *Info & Comms - Database Content* folder does not contain IDP rather a summary of performance.
3. Submit sample of an accomplished performance rating calibration tool.
4. Submit a database of MFOs and corresponding success indicators.

#### **D. Rewards and Recognition**

1. It is recommended that the agency appoints alternate members in the PRAISE Committee.
2. Submit sample of an annual R&R budget utilization report.

Prepared by:

  
MARIA GIZEL S. NAVARRO  
PRIME-HRM Support Staff

Reviewed by:

  
MAILA JEAN F. FALCATAN  
Acting Chief Human Resource Specialist